

VACANCY

Build Your Career with Sanlam

Sanlam is a leading Financial Services Institution, which provides services in the fields of individual life insurance, group life insurance, unit trusts and asset management. To give substance to its objective to be a fully-fledged Namibian insurer, Sanlam is increasingly introducing greater financial and technical expertise. For this reason, it invites applications for the positions of:

Analyst: Anti-money laundering & Party Due Diligence

The purpose of the position

To assure that all Compliance and Forensic operational functions within all client related business units of Sanlam Namibia are handled within rules and guidelines of legislation and company policy.

Main duties and responsibilities include

- Handling all queues in ORMS and SIRON
- Gather information on possible fraud investigations and make proposals
- Cash deposit reports
- Investigate and make sure all FIA documentation are recorded on policy record
- Single and recurring savings reports, documentation checked for completeness
- PEP list annual update and review for documentation
- FATCA screening and communication to identified clients
- Compliance checks and requests

Qualification & Experience Requirements

- Grade 12 and 3-5 years relevant experience in compliance in financial and/or life-insurance environment
- Excellent English (verbal & written) language skills. An additional local Namibian language will be a competitive advantage
- Computer Literate: MS Office (Word, Outlook, Excel & PowerPoint) and Company's software

Behavioural Skills

- Detail-oriented; Good interpersonal skill, time management and multi-tasking
- Administrative oriented; Problem identification and problem solving skills
- Accurate, organised and Client Service focused
- Financial Service Product and Industry knowledge
- Strong administrative and operational skills and knowledge
- Proactive, problem solving; sales and goal orientated

Closing Date for Applications: 21 November 2019

Only short listed candidates will be notified. No documents will be returned

No documents will be accepted without an Application letter

Namibian Citizens who suit the above profile can submit their CV's to:

Human Resources Department

7th Floor, Sanlam Centre

(c/o Independence Ave and Fidel Castro Street),

PO Box 317, Windhoek, Namibia. For enquiries contact: hynamibia@sanlam.com.na